

## David Bordelon

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**From:** Williams, Sharonda <swilliams@fishmanhaygood.com>  
**Sent:** Wednesday, March 24, 2021 11:56 AM  
**To:** David Bordelon  
**Subject:** FW: La. Board of Ethics Advisory Opinion Request re: Zachary Smith (No. 2021-071)

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See responses below.

**From:** David Bordelon <[David.Bordelon@la.gov](mailto:David.Bordelon@la.gov)>  
**Sent:** Friday, March 19, 2021 10:55 AM  
**To:** Williams, Sharonda <[swilliams@fishmanhaygood.com](mailto:swilliams@fishmanhaygood.com)>  
**Subject:** La. Board of Ethics Advisory Opinion Request re: Zachary Smith (No. 2021-071)

Ms. Williams,

I have a few questions regarding Mr. Smith's advisory opinion request. I'm hoping you can help clarify some of the facts you provided:

**"More specifically, Mr. Smith previously worked in the Department of Safety and Permits as the Chief Building Official until April 2, 2019. Mr. Smith then became the Director of the Department of Safety and Permits on June 17, 2018, and he served in that role until March 2, 2020, at which time he became the Acting Chief of Staff to the Deputy Chief Administrative Officer : "CAO"). Mr. Smith still currently serves as Acting Chief of Staff to the Deputy CAO."**

1. When was Mr. Smith hired by the City of New Orleans? Hire date: October 6, 2009
2. When did he become the Chief Building Official? He became the chief building official in December of 2014.
3. Is the Chief Building Official different from the Director of Dept. of Safety & Permits? Yes. See org chart. The CBO handles/is responsible for specific building code review and inspections. Note that the CBO does not supervise intake staff.
4. As Chief Building Official, was Mr. Smith required to approve all plans submitted for permits? For the sake of the question, yes. Under the CBO authority, permits for construction are issued and inspected by the staff under his oversight. (See org chart)
5. Did he serve as both Chief Building Official and Director for a period of time? The dates don't line up. Yes. Smith was CBO and Director from 6/17/2018 thru 3/2/2020. This covers the period he was Director. When no longer Director, he was only the CBO.

**"In his current role, Mr. Smith has no ultimate decision-making authority and his role is primarily and administrative role as to the internal working staff. Mr. Smith still maintains some oversight of building inspectors in his current role."**

6. Who is the Deputy CAO that he is employed under now? Peter Bowen. Is that Deputy CAO over a department(s)? Yes. See org chart.

7. What are his duties as Acting Chief of Staff? Duties include preparing notes and agendas for meetings, coordinating scheduling, ensuring that central staffing operations are moving (example: coordinating with Department of Property Management on leases for additional office space). (Ex 2, coordinating setup of satellite location for City services during Covid). (Ex 3. Facilitated leadership retreat for senior staff. IE, setup venue, setup food, secured speaker, etc).
8. What oversight duties does Mr. Smith perform? For the sake of the question, the answer is None for OBES. All projects and assignments are under the direction of the DCAO. For DSP, Smith only retains activity with CBO functions.
9. Is Mr. Smith involved with permit approval? Yes. Mr Smith continues to serve as the CBO and oversees building plan review and inspection.
10. Can you provide an org. chart showing Mr. Smith's current position? Please see both org charts demonstrating Mr Smith as CBO with Safety & Permits. Please also see org chart showing Mr Smith central team coordination with the internal working staff (Sybil Lanzetta & Sabrina Hill).

Once I have some of this information, I can send you a draft of the proposed advisory opinion.

Thanks,

**David M. Bordelon**

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